



## Cleaning Checklist for Moffat County Facilities

**This building is under 24-hour observation – Set-up/Cleaning must be done within paid for rental time – otherwise you will be charged an additional set-up/clean-up day fee (\$50.00)**

*Cleaning supplies are stored in the east end maintenance room*

**Any propane powered cooking devices (BBQ) must be used outdoors only**

- Pick up trash and sweep up broken glass in parking lot. Put into dumpster. (Do this first, so wind does not scatter it all over the grounds.)
- DO NOT attach any decorations with tacks, nails, glue, tape, etc.**  
**3-M Removable Hooks are recommended**
- Clean up all trash inside the building(s), and put into dumpster
- Wash all tables and chairs** before folding up. Do not put more than 14 tables on a cart. (Please set aside any broken tables or chairs so repair work can be done to them)
- Clean and scrape all gum off floors, walls and tables
- Sweep and dust mop **all** floors (main floor, kitchen, restrooms, entry ways, concession rooms, office areas, etc.)
- The hose for filling buckets is hooked to the hot water heater. Wet mop **all** of the above listed floors. Do not put any of the mats back down until floors are dry.
- Restroom Clean-up:** Wipe down/clean all sinks, toilets and urinals. Empty trash. Mop the floors.
  - **If proper clean-up is not done, ½ of the damage deposit will be retained. All deposits will be held until after a thorough inspection by staff**
  - **We do not furnish ladders or extension cords**
  - **DO NOT change or alter any electrical outlets or circuit breakers in any way!!**
  - **DO NOT take anything out of the building(s), WITHOUT approval from management!!**
  - **Turn off lights and lock all facility doors before leaving**
  - **Return key(s) to Facility Coordinator**

**I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULATIONS**

SIGNED \_\_\_\_\_

Date: \_\_\_\_\_

On-Call Phone #:  
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